

ATTACHMENT 2: INSTRUCTIONS FOR SUBMITTING A PROPOSAL THROUGH GRANTS.GOV

Announcement No: EPA-R9-AIR6-08-005

Indoor Environments: Reducing Public Exposure to Indoor Pollutants

The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on **"Get Registered"** on the left side of the page.

Note that the registration process may take a week or longer to complete. If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the proposal/application process under this grant announcement, go to <http://www.grants.gov> and click on the "Apply for Grants" tab on the left side of the page. Then click on "Apply Step 1: Download a Grant Application Package" to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version ([Adobe Reader applications are available to download for free on the Grants.gov website](#). For more information on Adobe Reader please visit the [Help section](#) on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp).**

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, **EPA-R9-AIR6-08-005**, or the CFDA number that applies to this announcement (**66.034**), in the appropriate field.

You may also access the proposal/application package by clicking on the **"Application"** button at the top right of the synopsis page of this announcement. To find the synopsis page, go to <http://www.grants.gov> and click on the **"Find Grant Opportunities"** button on the left side of the page and then go to **"Search Opportunities"** and use the **"Browse by Agency"** feature to find EPA opportunities.

Proposal Submission Deadline: Your organization's AOR must submit your complete proposal electronically to USEPA through Grants.gov (<http://www.grants.gov>) no later than **September 10, 2008, 5:00PM PDT**. Please submit *all* proposal materials as described below and in [Section IV.D](#) of the announcement.

Proposal Materials: The proposal package is described in [Section IV.D](#) of the announcement. Proposals must be prepared as stated in [Section IV](#) of the announcement and include the following documents:

1. Cover Page
2. Application for Federal Assistance (SF-424)
3. Budget Information for Non-Construction Programs (SF-424A)
4. Narrative Proposal/Work Plan/Project Proposal, etc
5. Letters of Support
6. EPA Form 5700-54, Key Contacts Form

If additional pages are needed for Key Contacts, attach these additional pages to the electronic application package by using the **"Other Attachments Form"** in the **"Optional Documents"** box.

Proposals must contain items 1-5 listed above. The Narrative Proposal cannot exceed 8 single spaced pages – excess pages will not be reviewed. Instructions on what to include for items 1-5 are provided in Section IV.C of the announcement.

Proposal Preparation and Submission Instructions: Documents **1 - 5** listed above must be submitted as part of the proposal package. Documents **2 and 5** will appear in the Mandatory Document Box as will the Project Narrative Attachment Form. This form will need to be created for each document. To create the form, follow the instructions below.

1. The fields that must be completed will be highlighted in **yellow**.
2. Optional fields and completed fields will be displayed in **white**.
3. If you enter an invalid response or incomplete information in a field, you will receive an error message.
4. When you have finished filling out each form, click **"Save."**
5. When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, **"Move Form to Submission List."**
6. This action will move the document over to the box that says, **"Mandatory Completed Documents for Submission."**

For documents **1, 3, and 4** you will also need to attach electronic files. To attach the electronic files follow the instructions below.

1. First, prepare your Narrative Proposal as described in Section IV. D.3 of the announcement and save the documents to your computer as an MS Word or WordPerfect file. (EPA prefers to receive documents in MS Word, but documents prepared in WordPerfect will also be accepted.)
2. When you are ready to attach the Narrative Proposal to the application package, click on **"Project Narrative Attachment Form,"** and open the form.
3. Click **"Add Mandatory Project Narrative File,"** and then attach your Narrative Proposal (previously saved to your computer) using the browse window that appears.
4. You may then click **"View Mandatory Project Narrative File"** to view it.
5. Enter a brief descriptive title of your project in the space beside **"Mandatory Project Narrative File Filename;"** the filename should be no more than 40 characters long.

6. To attach the Cover Page and Letters of Support click "**Add Optional Project Narrative File**" and proceed as before. Prepare your Cover Page as described in Section IV.C. of the announcement.
7. When you have finished attaching the necessary documents, click "**Close Form.**"
8. When you return to the "**Grant Application Package**" page, select the "**Project Narrative Attachment Form**" and click "**Move Form to Submission List.**"
9. The form should now appear in the box that says, "**Mandatory Completed Documents for Submission.**"

Saving Your Work:

When you have finished filling out all of the forms and have attached the necessary files, they should appear in one of the "**Completed Documents for Submission**" boxes. For each document click the "**Save**" button that appears at the top of the web page. It is recommended that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: "**Applicant Name – FY08 – Assoc Prog Supp – 1st Submission**" or "**Applicant Name – FY 08 Assoc Prog Supp – Back-up Submission.**"

If it becomes necessary to submit an amended proposal, then the name of the 2nd submission should be changed to "**Applicant Name – FY08 Assoc Prog Supp – 2nd Submission.**"

Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the proposal package through Grants.gov. In the "**Application Filing Name**" box, your AOR should enter your organization's name (abbreviate where possible), the fiscal year (e.g., FY 08), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the "**Grant Application Package**" page, your AOR may submit the proposal package by clicking the "**Submit**" button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted.

If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or contact the Regional contact (Shelly Rosenblum) listed in [Section VII](#).

Proposal/Application packages submitted through Grants.gov will be time/date stamped electronically.

Confirmation of Your Submission: If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the proposal deadline, please contact the Regional contact (Shelly Rosenblum) listed in [Section VII](#). Failure to do so may result in your proposal not being reviewed. **Please Note: Applicants are strongly advised to send an e-mail notification to Shelly Rosenblum at rosenblum.shelly@epa.gov an indoor air grant proposal was submitted through Grants.gov.**

Instructions for Submitting a Complete Application Package through Grants.gov: Proposals which merit further consideration based on the evaluation criteria described in [Section V](#) of the announcement will be asked to submit an application package to complete the submission process. Only those applicants who are asked to complete an application package will be considered for an award. **Applicants who are contacted by the Region will receive an e-mail containing the application deadline and applicable instructions for submitting a complete application package through Grants.gov. Only complete application packages will be considered for funding.**